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|  | Effective Date: | 09-12-2011 |
| | Policy #: | G-23 |
| | Supersedes: | 12 - 2003 |
| Subject: Information Technology Equipment and Software Use | | Page: 1 of 3 |

PURPOSE

This policy provides standards for the proper use of information technology (IT) equipment by the Department of Licensing and Regulatory Affairs (LARA) employees as delineated by the Michigan Department of Technology, Management and Budget.

STANDARDS

Use of Equipment:

1. Employees should use the state's IT equipment and Internet connection for official state business only.
2. Employees are not to use state e-mail to solicit money, do private fundraising, or post personal announcements, except for state- or department-endorsed fundraising.
3. Using the state's e-mail or Internet connection to initiate or forward chain letters, jokes, and messages containing vulgar, offensive, or harassing material is prohibited.
4. Employees shall refrain from loading or using a game on any state-owned computer.

Care of Equipment:

1. All employees are responsible for the general physical care of their computers and components. The area around the computer should be clean and clear of items that could clog air circulation. Plants, food, and liquids must be kept at a distance to prevent damage to the equipment.
2. Desktop computers and components cannot be removed from their installed location without the approval and oversight of the Department of Technology, Management and Budget (DTMB). Please call the DTMB Service Center at 241-9700 to request assistance.
3. Employees who are assigned notebook or handheld computers are responsible for the security of their computer, removable components, and cables.
4. Theft or vandalism of any equipment must be immediately reported to the LARA Finance and Administrative Services Team (FAST).

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Use of Licensed and Free Software

- Employees shall respect the legal protection provided by copyright and license to programs and data. No downloaded or purchased software can be copied by any user without a prior, good faith determination that such copying is, in fact, permissible and that the licensing restrictions have been met.
- Users may not copy or download **any** programs through a PC to a State of Michigan network drive without the permission and oversight of DTMB. Submit your requests to the DTMB Service Center at 241-9700 for routing to the proper person for approval.
- DTMB reserves the right to wipe clean PC hard drives and reload with only the standard-issue software authorized for the user.

Security

- All products and processes developed with employee participation are the property of the State of Michigan, consistent with civil service rules.
- Employees shall immediately report suspected or confirmed threats of any computer security violations to their immediate supervisor.
- Employees shall maintain the security of all restricted and confidential information, including computer access codes, login IDs, and passwords that allow access to electronically stored confidential data.
- Employees shall not disable virus protection software installed on any computer.

ENFORCEMENT

DTMB notifies an employee's supervisor if unauthorized computer use is discovered during periodic electronic audit of computers.

Supervisors and managers are responsible for ensuring that their employees comply with the standards of this policy and DTMB's [Acceptable Use Policy](#) for State of Michigan IT resources.

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|  LARA LICENSING AND REGULATORY AFFAIRS CUSTOMER DRIVEN. BUSINESS MINDED. | Effective Date: | | 09-12-2011 |
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Unreasonable or repeated carelessness involving loss or damage of IT equipment may result in discipline. This action may include full or partial reimbursement by the employee to the department for replacing the lost or damaged items. Violations may result in discipline, up to and including dismissal.

CONTACT

Please direct questions or concerns about the use of IT equipment to the DTMB Service Center at (517) 241-9700. Please direct questions or concerns about theft or vandalism of IT equipment and this policy to DTMB staff assigned to LARA.